Government of Saskatchewan

Annual Report 2000-2001

Saskatchewan Labour

for the fiscal year ending March 31, 2001

Published by Authority of
The Honourable Kim Trew
Minister

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Letters of Transmittal

The Honourable Dr. Lynda M. Haverstock
Lieutenant Governor
Province of Saskatchewan

May it Please Your Honour:

I respectfully submit the Annual Report of the Department of Labour for the fiscal year ending March 31, 2001.

Kim Trew
Minister of Labour

The Honourable Kim Trew
Minister of Labour

Dear Sir:

I have the honour of submitting the Annual Report of the Department of Labour for the year ending March 31, 2001.

Respectfully submitted,

Sandra Morgan
Deputy Minister

Deputy Minister's Message

Saskatchewan Labour works with employees and employers to promote safe, fair, representative and cooperative work practices that lead to increased productivity and economic well-being. The department's legislation, programs and policies affect every one of the nearly 40,000 employers and 500,000 working people in Saskatchewan. A thriving economy depends upon the efficiency and cooperation of everyone – union and non-union, employer and employee. As everyone stands to benefit from such an economy, it is incumbent upon us all to work together towards achieving that common goal.

As part of our commitment to safe workplaces, in the year under review the partnership between the Occupational Health and Safety Division and the University of Saskatchewan led to the hiring of a Chief Occupational Medical Officer (COMO) for the province. As a specialist in occupational medicine, the COMO is a very valuable resource for both the department and the University's College of Medicine.

Employees and employers in Saskatchewan rely on the Labour Standards Branch for guidance and support in maintaining minimum labour standards that contribute to fair workplaces. This year, the Labour Standards Call Centre provided information on workplace rights and responsibilities to more than 62,000 people.

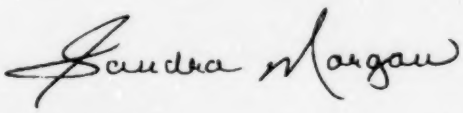
Many Saskatchewan families are struggling under the burden of trying to balance their duties at work with their responsibilities to their families. Increased funding enabled Saskatchewan Labour's Work and Family Unit to assist the growing number of Saskatchewan people, organizations and communities looking for effective ways to address this issue, contributing towards our goal of healthy and fair workplaces.

Research shows young workers are more likely than older workers to be injured on the job or to have unfair work experiences. Saskatchewan Labour is working to meet these challenges by helping young people prepare for work before entering the labour force. This year the department developed a *Guide for New Workers*, to provide practical information on 30 workplace topics. The guide is part of the *Ready for Work* education and training resources that focus on helping new or young workers make a successful transition to work.

A quarter of all new workers entering Saskatchewan's labour force are now Aboriginal. Saskatchewan Labour is working within government, and the Aboriginal, educational and business communities, to help young Aboriginal people prepare for their lives in the workforce. As part of that effort, more than 1,300 students and teachers in 25 communities participated in the department's Aboriginal School Pilot Project during the year under review.

The increased productivity on which Saskatchewan's future prosperity depends will require efficient workplaces characterized by safety, fairness, representation and cooperation. By working to improve these standards in Saskatchewan workplaces, the department's work benefits everyone in our province.

Yours sincerely,

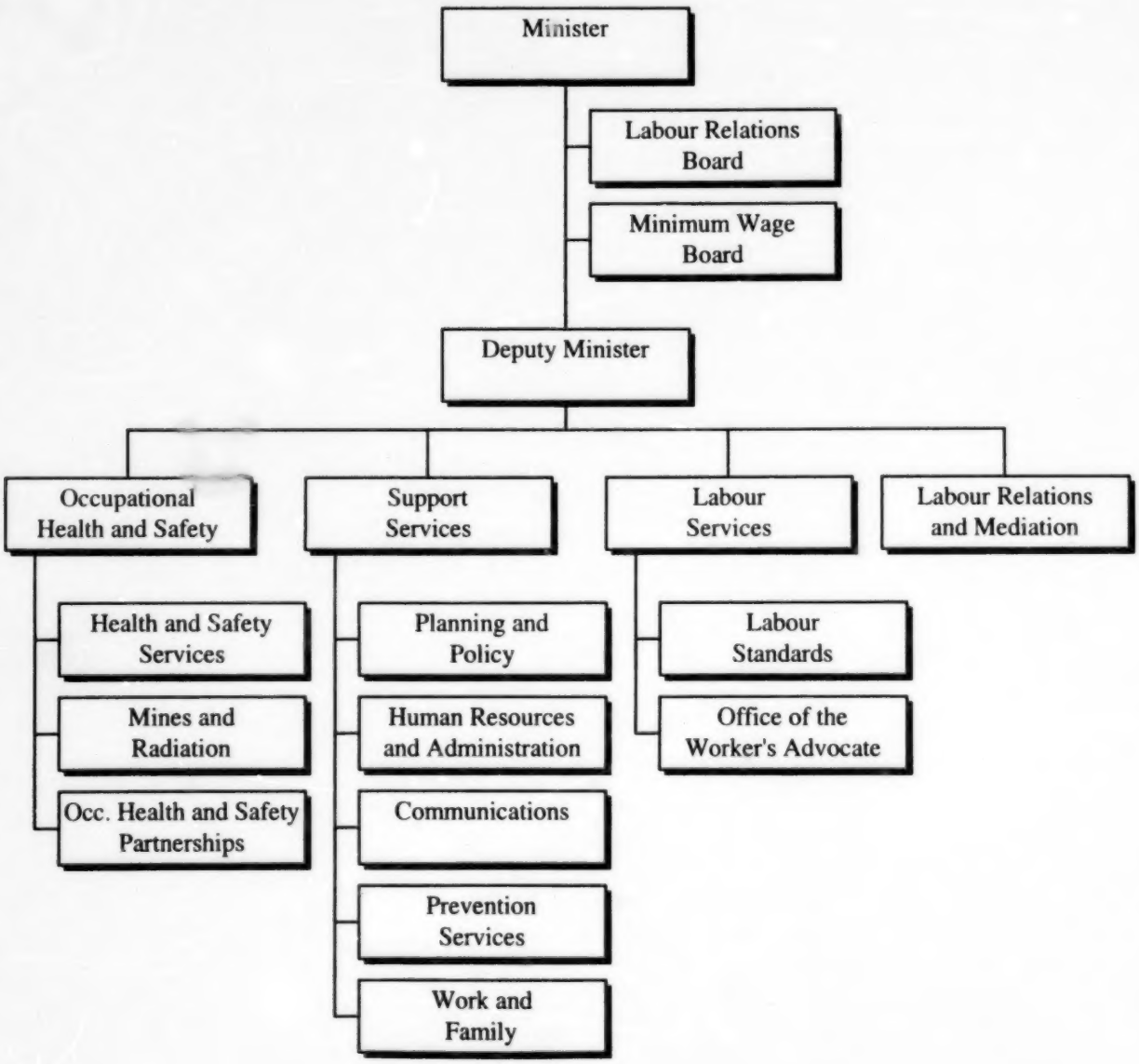


Sandra Morgan

Organization Chart

Department of Labour

March 31, 2001



Saskatchewan Labour's Mission

The Department of Labour works with employees and employers to achieve safe, fair, representative and cooperative workplaces that contribute to ongoing economic and social development in Saskatchewan.

Strategic Direction

The Department of Labour is committed to working with all Saskatchewan people to develop and maintain fair, safe, cooperative and representative workplaces that lead to increased productivity. It administers the province's labour legislation, while working with employers and employees to prevent workplace accidents and illnesses, work stoppages or disruptions, and the unfair treatment of workers.

To meet these goals, the department maintains a proactive and participatory role – both internally within government to help address relevant economic and social issues and externally in addressing workplace issues through collaboration with business, labour, Aboriginal organizations, the education system and other sectors of the economy.

The department will proceed further down its path of cooperation, collaboration and prevention in support of the social and economic goals of Saskatchewan people. Saskatchewan Labour programs and initiatives contribute toward the achievement of three main goals that support economic and social development in the province: fair workplaces; cooperative workplaces; and healthy and safe workplaces.

As part of its increasingly preventative approach, the department is taking steps to meet the challenge of changing provincial demographics. Aboriginal people now make up 25 per cent of new workers in the province. It is, therefore, critical that strategies are developed that are inclusive of Aboriginal people and that help them prepare for full participation in the workplace. At the same time, we must also help ensure that workplaces are hospitable, inclusive and open to new perspectives.

Research shows young workers are more likely to be injured or experience unfair treatment on the job than are older workers. The department is working with parents, educators and employers to help ensure that young people's first work experiences are both safe and positive ones.

Even greater emphasis will be placed on prevention as the department works with employers and employees to help them prepare for the workplace of the 21st century. Better education, information and awareness can reduce the incidence of accidents and unfair treatment, thereby helping improve the overall well-being of workers and contributing to the bottom line.

Provincial labour policies and programs have a significant positive impact on the economy. They are also social initiatives that have a broad impact on the lives of many Saskatchewan people. It is, therefore, incumbent upon the Department of Labour to look beyond its legislative requirements in its search for innovative solutions to the workplace challenges of the future.

Support Services Division

The Support Services Division provides staff support to, and partners with, program areas to:

- Develop and coordinate research and policy for the department;
- Develop strategic plans for the department;
- Develop and administer department resources;
- Develop and administer human resource services;
- Develop and administer information technology programs;
- Develop and administer communications and public relations initiatives;
- Coordinate employment equity initiatives;
- Develop educational and awareness programming to promote safe, fair and cooperative workplace practices, particularly as they affect new workers; and,
- Assist the growing number of Saskatchewan people, organizations and communities seeking better ways to address balancing work and family issues.

The division also works with other government departments and agencies to further the government's overall goals and objectives. This involvement includes the Assistant Deputy Minister's participation in the Assistant Deputy Minister's Forum, the Accountability Project, the Public Service Superannuation Plan, the Provincial Economic Strategy Committee, the Poverty Reduction Committee and the Assistant Deputy Minister's Committee.

Planning and Policy Branch

In 2000-2001, Planning and Policy Branch activities contributed to the department's overall goal of regulating and promoting health and safety, cooperation, fairness and equity in Saskatchewan workplaces. The branch did so by undertaking research, strategic planning, policy development and legislative drafting, as well as by providing policy and legal advice on a broad range of labour issues.

Clients

Branch clients include the management and staff of the department, workers, employers, labour and business stakeholders, the public and other government departments and agencies.

Objectives

- Develop sound legislation to implement public policy
- Provide clients with reliable information to assist them in decision-making
- Undertake research and policy analysis to foster understanding of labour/workplace issues
- Provide professional services to the department to support program development and operation
- Ensure that the department's position is accurately conveyed in interdepartmental policies/initiatives

Services

- Draft labour legislation
- Research and analysis on labour issues
- Research and administrative support to the Saskatchewan Minimum Wage Board
- Policy development and special project work in and outside of government
- Professional services in the areas of policy development and analysis, legal analysis and research
- Manage appointments of adjudicators, boards and commissions
- Research and analysis on matters before the International Labour Organization
- Track and catalogue collective bargaining agreements in the province
- Analysis of union contracts, including wage rates and terms and conditions of work
- Research and analysis on issues respecting women in employment

- Research on issues respecting work and minority group members
- Maintain the department's labour library

2000-2001 Accomplishments

- Provided administrative and policy support to external reviews of the Saskatchewan Workers' Compensation Board and workers' compensation system
- Worked with Executive Council and other government agencies on government construction tendering guidelines
- Worked on establishing a labour-business roundtable
- Developed a strategy for dealing with a number of labour issues
- Co-ordinated amendments to *The Labour Standards Act* regarding parental leave to allow new parents to fully access maternity/parental benefits under the federal government's Employment Insurance Program
- Participated in the e-government initiative
- Developed a survey of wages and working conditions as part of the Workplace Information Program
- Provided statistical analysis to other branches on issues including Saskatchewan Workers' Compensation Board injury statistics, as well as youth and Aboriginal employment issues
- Developed Saskatchewan's position on labour issues for inclusion in Canada's response to the International Labour Organization
- Drafted contracts for the provision of services to the department
- Undertook research for use at meetings of the Canadian Association of Administrators of Labour Legislation and the Canadian Labour and Business Centre
- Co-ordinated appointments to the Minimum Wage Board, Saskatchewan Labour Relations Board, Farm Health and Safety Council, Saskatchewan Workers' Compensation Board, and Occupational Health and Safety and Labour Standards adjudicators
- Co-ordinated and prepared briefing materials on labour issues for the Minister and Cabinet
- Provided research and analysis for the Mines Regulations Review Committee
- Maintained a library of 700 union contracts, covering approximately 100,000 Saskatchewan workers
- Provided research and analysis to the Saskatchewan Minimum Wage Board
- Worked with other departments to help ensure that people with disabilities are included in social and economic development opportunities throughout the province
- Co-ordinated the department's employment equity activities
- Worked with other departments to further the government's overall employment equity objectives
- Collaborated with other departments on Aboriginal labour and employment policy issues
- Participated in the government-wide Performance Management and Accountability Initiative
- Provided policy analysis and advice to other government agencies on the possible implementation of the Multilateral Agreement on Investment
- Provided legal advice to the department on a broad range of labour issues

Minimum Wage Board

The board, pursuant to Part II of *The Labour Standards Act*, makes orders respecting minimum employment standards, including the minimum wage, minimum age, maximum work periods, maximum rates for room and board, and minimum rest periods. Saskatchewan Labour provides administrative support to the board and works with it to provide information on the minimum wage and related issues to the public.

The minimum wage in Saskatchewan was six dollars per hour throughout the fiscal year 2000-2001.

Two new members were appointed to the board in December, 2000 to replace two members who had resigned. This brought the board to its full complement and allowed it to begin examining the issues surrounding the minimum wage in Saskatchewan.

Prevention Services Branch

The Prevention Services Branch was established in July, 1998. The branch provides education and training services.

Clients

Branch clients include the department, education systems and workplace organizations.

Objectives

- Develop partnerships and networks to address workplace issues
- Provide applied research to address workplace issues
- Develop education and training programs to promote safe, fair, cooperative, representative and productive workplace practices
- Develop networks and provide services to promote farm safety
- Help young and/or new workers make a positive transition to the workforce
- Develop resources in support of educational programs to help young people make the transition from school to work

Services

- Develop resources in support of curricula for schools and post-secondary institutions on workplace issues such as occupational health and safety and labour standards
- Develop training materials and courses on occupational health and safety
- Coordinate the department's farm safety program
- Provide educational presentations at work-places, schools and community events on farm safety, occupational health and safety, and labour standards
- Conduct research and provide findings on issues related to safe, fair, cooperative, representative and productive workplaces
- Prepare publications in support of branch or department programming

2000-2001 Accomplishments

- Expanded the series of awareness and education materials for new and young workers under the *Ready for Work* program (theme *"you need more than a job to be ready for work"*), including information cards, poster, educational modules and web site materials on health, safety and labour standards
- Continued the partnership with Saskatchewan Education to design resource materials for high school credit courses, including general orientation modules for all students and specialized modules for specific courses providing 25 classroom hours of interactive studies on health and safety
- Provided an orientation package on labour legislation to all Saskatchewan Institute of Applied Science and Technology (SIAST) students
- Continued partnership with SIAST to develop health and safety modules for specific programs, as well as common modules for all programs
- Developed *Safe Business is Smart Business: A Guide for Employers* to assist organizations with fewer than 10 employees to establish workplace safety programs
- Developed new courses and materials on accident investigations and workplace safety inspections as well as other health and safety materials used in Occupational Health Committee training
- Worked with the Saskatchewan Farm Health and Safety Council to develop health and safety awareness and educational resource materials for schools and farm families
- Initiated an innovative project to develop farm safety educational resources for use by teachers in the grades one to five health curriculum in partnership with Agriculture in the Classroom Inc., Saskatchewan Education and other public and corporate agencies
- Developed a youth reference committee with representatives from across Saskatchewan to advise on the *Ready for Work* programs and services

- Conducted a feasibility study in partnership with the University of Regina Faculty of Education to identify ways to increase post-secondary credit training opportunities in occupational health and safety
- Issued a research report – *A focus on the health and safety of young workers* – profiling recent survey results and Workers' Compensation Board data on workplace injuries that was distributed to all high schools, employment centers and Occupational Health Committees
- Provided 125 presentations or workshops and assisted partner agencies in delivering another 196 presentations or workshops, primarily on health and safety
- Delivered 22 farm safety presentations at schools and agricultural fairs
- Partnered with the Saskatchewan Safety Council and the Saskatchewan Abilities Council to help high school students and practicing farmers make more than 153 school and community farm safety presentations
- Worked in partnership with the Professional Development Unit of the Saskatchewan Teachers' Federation to deliver seven workshops on using *Ready for Work* resources in the classroom to 180 high school teachers
- Provided education resource materials to help Saskatchewan Federation of Labour representatives deliver 38 presentations on occupational health and safety to high schools
- Provided 36 health and safety presentations, as part of school to work transition programs, to First Nations high schools and communities across the province on a request basis
- Provided 67 other presentations, displays and workshops to schools, industries and workplaces on health and safety and/or labour standards

Communications Branch

The Communications Branch provides strategic communications planning and services for the department and promotes department policies, programs and services.

Clients

The branch works with all other divisions, branches and program areas to provide strategic planning and other communications services. It also works with other government departments and agencies, the public, the media, as well as individuals and groups outside the department on special projects. Its main clients are the working people and employers of Saskatchewan.

Objectives

- Increase public awareness and understanding of department policies, programs and services
- Promote fair, cooperative, representative and healthy and safe workplaces
- Increase public understanding of, and support for, Saskatchewan's labour laws
- Increase staff awareness and understanding of department goals and objectives
- Ensure departmental communications initiatives are consistent, effective, cost-effective and timely
- Ensure communications initiatives are consistent with department goals and with overall government goals
- Develop partnerships for communications initiatives

Services

- Strategic communications planning
- Identification of appropriate communications methods for individual projects
- Professional development and implementation of public information programs and supporting materials
- Development and co-ordination of advertising
- Operation of the department's websites
- Public and media relations

- Development of publications, including pre-press production
- Liaison with advertising agencies, printers and other suppliers
- Liaison with other government communications offices, including that of central government
- Special events planning and implementation
- Responding to public inquiries and referrals
- Joint communications initiatives with public and private sector external partners

2000-2001 Accomplishments

- Expanded information available through the department's website (labour.gov.sk.ca), as well as handling the e-mail correspondence from the site; there were approximately 150,000 visitors to the website during the year under review
- Prepared the department's strategic communications plan
- Assisted in the development of the department's strategic plan and prepared information materials in support of the plan for presentation to other government agencies and department staff
- Prepared communications strategies and provided communications services for a wide range of department initiatives, including those related to *The Construction Industry Labour Relations Re-organization Act, The Labour Standards Amendment Act* and *The Occupational Health and Safety Amendment Act*
- Undertook more than 100 new projects, including brochures, booklets, manuals and promotional items for department divisions and branches, as well as arranging for the reprint of 100 publications
- Worked with Human Resources Development Canada and with representatives of safety stakeholders on North America Occupational Safety and Health Week projects
- Worked with other government agencies on the development of communications strategies in support of issues such as government tendering of construction projects and the elimination of duplication in occupational health and safety services to the uranium industry
- Continued a media relations campaign to encourage awareness of and participation in the Farm Safety Poster Contest and calendar
- Prepared speeches and background materials for the Minister of Labour and department officials on a variety of issues
- Developed materials in support of a number of labour-related events during the year, including the Day of Mourning and Labour Day. Provided materials for a Labour Day supplement in the Regina *Leader-Post*
- Developed materials for display booths at a variety of trade shows and conferences, including Agribition, the Farm Progress Show and the Saskatchewan Federation of Labour annual meeting

Human Resources and Administration Branch

The Human Resources and Administration Branch provides staffing, financial and technical support to the department.

Human Resources Unit

Under the authority of *The Public Service Act*, the Human Resources Unit provides proactive, consultative and development services that meet the human resource needs and expectations of the organization.

Clients

Clients of the Human Resources Unit include managers and employees of the department, Labour Relations Board and Women's Secretariat.

Objectives

- Identify future resource needs based on employee retirement over the next five years
- Review all vacancies and assign appropriate classification levels that meet organizational needs
- Consult with Public Service Commission on employee relations issues
- Promote and reinforce barrier-free approaches to personal and family leave issues

- Interpret and communicate the collective agreement, human resources policies and human resource legislation
- Advise and facilitate resolution of performance difficulties
- Orient new staff on benefit programs and eligibility requirements
- Provide proactive support to the department Union-Management Committee (UMC)

Services

- Develop a human resource plan that supports the Department's Strategic Plan
- Maintain corporate human resource policy initiatives
- Support the department's corporate human resource programs such as employment equity, employee and family assistance, and balancing work and family
- Maintain central personnel records
- Provide expertise in the development of human resource policies
- Facilitate the resolution of workplace conflict and promote a shared problem-solving approach
- Promote a safe and healthy workplace for all employees

2000-2001 Accomplishments

- Identified resource needs and recruitment strategies for hiring replacements due to employee retirements
- Provided core competency staffing assistance by occupation, to managers
- Addressed issues raised by the Union-Management Committee and Occupational Health and Safety Committee
- Identified and resolved classification issues
- Provided assistance to employees and managers on new classification plan
- Handled employee medical issues, leaves and long-term disability claims
- Processed 534 transactions to change employee records
- Participated on corporate committees such as Employment Equity, Union-Management, and Occupational Health and Safety Committee
- Provided orientation for all new employees

Administrative Services Unit

The Administrative Services Unit provides managerial, financial and systems support to the department, the Labour Relations Board and the Women's Secretariat.

Clients

Unit clients include department staff, other government agencies and boards, and the public.

Objectives

- Ensure proper financial and administrative policy and procedures are in place
- Develop and coordinate a budget that reflects and supports the department's strategic direction
- Provide leadership and support for employee relocation and space renovations
- Develop strategic Information Technology planning for computer systems and network usage

Services

- Financial management advice
- Budget coordination and forecasting
- Expense and revenue accounting services and controls
- Records management
- Property management, mail services and vehicle coordination
- Maintain equipment inventory
- Coordinate requests under *The Freedom of Information and Protection of Privacy Act*

- Systems planning, maintenance, training, equipment selection and set-up
- Manage purchasing of goods and services

2000-2001 Accomplishments

- Exceeded the government average for timely payment of bills 97 per cent of the time
- Coordinated three major office renovation projects
- Provided support to program divisions in responding to 18 requests under *The Freedom of Information and Protection of Privacy Act*
- Set up and adapted software for the special needs of the Wage Trust Fund
- Assisted the Occupational Health and Safety Division with the evaluation and acquisition of the Labour Information Network Systems (LINKS) which supports inspection activities
- Designed systems to simplify the flow of payments and minimize errors
- Monitored financial and administrative processes and developed improvements to ensure balance between control and operational efficiency
- Updated and shared the Computer Usage Policy with all staff

The Work and Family Unit

The Work and Family Unit was established in April, 2000 following the 1998 Report of the Public Task Force on Balancing Work and Family. It co-ordinates government efforts to address the negative consequences that can arise because of a lack of work and family balance. The unit provides capacity building support, including offering motivation, knowledge, networking and skill development opportunities for business, labour, government and community representatives throughout Saskatchewan to help key stakeholders respond to work-family issues.

Clients

The unit provides services to employers, employees, organizations representing business owners, human resource professionals, labour organizations, community-based partnerships that focus on work-family/life balance, government departments and members of the public.

Objectives

- Provide leadership within government (including intergovernmental bodies) on balancing work and family issues facing families, employers and employees
- Provide motivation, knowledge, networking and skill development opportunities to Saskatchewan employers, employees and community organizations that request assistance in dealing with work/family issues
- Facilitate partnerships between workplaces, stakeholders and community groups to promote the importance of supporting change and innovation leading to more work and family/life balance

Services

- Research on balancing work and family issues in cooperation with Saskatchewan employers/ employees
- Consultative services on how to achieve more work-family/life balance in the workplace
- Workshops, lectures, presentations on numerous aspects of work-family/life balance
- Developmental assistance to groups that are working on work-family/life balance issues, including assistance with grant applications, partnerships building and locating consultants/ researchers
- Networking opportunities for employees, employers, professional, business associations and trade unions that wish to share information on work-family/life balance issues

2000-2001 Accomplishments

- Developmental work on a website to go on-line next year
- In partnership with the Saskatchewan Women's Secretariat, research was undertaken with eight Saskatchewan employers on their progress towards more family-friendly workplaces
- Co-chaired production of a Canadian Association of Labour Legislators (CAALL) ad hoc Committee on Work Life report, *Work-Life Balance in Canada: A Report to Ministers Responsible for Labour in Canada* for consideration by the federal/provincial/territorial ministers
- Established a resource service for clients of the Work and Family Unit
- Educational presentations to and networking with various groups, including Canadian Association of Family Enterprises, Saskatchewan Chapter, the Saskatchewan Environmental Society, North Battleford Health District, Saskatoon District Health, Saskatchewan Federation of Labour, Regina Human Resources Management Association, Crown Investments Corporation of Saskatchewan, South Central Health District, the Northern Saskatchewan Learning Partnership and a number of departments and committees within the government of Saskatchewan
- Provided on-going, practical, capacity-building assistance to a number of employers in the private, public and non-profit sectors
- Capacity-building assistance (strengthening the capacity of groups to focus on work-family/ life balance issues) was provided to Family Services Regina, Balancing Work and Family Alliance (Saskatoon), local groups in Yorkton, and the Informal Caregiver Project (Saskatoon Council on Aging)

Occupational Health and Safety Division

The Occupational Health and Safety Division works to prevent work-related injuries and illness. The division assists occupational health committees, workers, supervisors and employers to fulfil their responsibility for the control of workplace hazards, ensures compliance with *The Occupational Health and Safety Act, 1993* and *The Occupational Health and Safety Regulations*, and provides technical assistance in the identification and control of hazards that may cause injury or illness.

Clients

The services of the division are available to all workers and employers in Saskatchewan, occupational health committees and worker occupational health and safety representatives.

Objectives

- Ensure occupational health committees are effective and that the system of internal responsibility is functioning properly
- Ensure compliance with the Act and regulations and respond to health and safety concerns
- Assist occupational health committees in the identification and control of hazards
- Increase the number of active occupational health committees
- Ensure adequate training in their role and responsibilities for controlling workplace hazards is provided to occupational health committee members and supervisors
- Respond to concerns about toxic substances and investigate cases where illness may have resulted from exposure
- Support implementation of the Workplace Hazardous Materials Information System (WHMIS)
- Ensure stringent control of both radiological and conventional health and safety hazards in Saskatchewan uranium mines
- Promote health and safety through production and distribution of publications, presentations, video loans, displays and other media

Services

- Develops and implements standards for the control of workplace hazards in the form of legislation, regulations, codes of practice and uranium mining surface lease conditions
- Inspects workplaces to assist employers, workers and occupational health committees fulfil their role in the day to day control of hazards, and to enforce compliance with the Act and regulations
- Provides advice and assistance for the establishment of new occupational health committees and the revitalization of existing committees
- Provides advice and assistance for the establishment and implementation of occupational health and safety programs and management systems
- Investigates fatalities and serious industrial accidents
- Provides professional opinions on toxicological concerns to workers, employers, occupational health committees and physicians
- Enforces the requirements of WHMIS
- Enforces surface lease conditions regarding both radiological and conventional health and safety in provincial mines
- Collects and analyzes data to determine risks to health and safety and to evaluate and control hazardous work processes
- Provides information on health and safety standards in the form of guidelines, hazard alerts and other publications
- Reviews Environmental Impact Assessments and proposals for projects which involve toxic substances or hazardous conditions
- Administers examinations to certify the competence of mine supervisors, blasters, hoist operators and mine rescue personnel

- Makes presentations to organizations and in workplaces to promote awareness and provide information on safe work practices
- Prepares and delivers occupational health and safety training courses
- Maintains a health and safety publication inventory
- Administers a health and safety video library
- Participates in activities and supports the Northern Mine Monitoring Secretariat

2000-2001 Accomplishments

- Enhanced joint planning between Saskatchewan Labour and the Workers' Compensation Board (WCB) to increase the effectiveness of enforcement and prevention efforts and reduce duplication
- Finalized an agreement with Human Resources Development Canada which enabled Saskatchewan Labour to regulate Saskatchewan uranium mines
- Participated in discussions with the Canadian Nuclear Safety Commission and the Department of Environment and Resource Management regarding worker protection against radiation
- Enhanced partnerships with the WCB, industry safety associations and the Saskatchewan Safety Council to assist employers and occupational health committees with the development and implementation of an effective occupational health and safety program, and audited the programs at 285 workplaces
- Continued partnerships with the Saskatchewan School Trustees Associations, the League of Education Administrators, Directors and Superintendents, the Saskatchewan Association of School Business Officials, the Saskatchewan Teachers Federation, the Canadian Union of Public Employees and the Service Employees International Union to develop a joint, sector approach to addressing health and safety in schools, including presentations by the Executive Director at regional directors' meetings, delivery of seven school-specific Level 1 occupational health committee training sessions to over 150 committee members and several partnership meetings
- Refined a targeted inspection initiative that resulted in 162 overall reviews of employers on the WCB surcharge list because these employers account for a disproportionate share of workplace injuries in Saskatchewan

Undertook initiatives to support mine safety, including:

- Continuing a review of ventilation practices in underground potash mines
- Commencing a review of the use of roll-over protective devices (ROPs), falling-object protection devices (FOPs) and seat belts
- A review of methods of ground control
- Publishing the Mine Rescue Manual
- Developing Mine Rescue Audit and Mine Rescue Regulatory Guidelines
- As part of the partnership between the division and the University of Saskatchewan, a fully trained specialist in occupational medicine was hired to serve as both the Chief Occupational Medical Officer (COMO) for the division and as a specialized medical resource at the university
- Began implementation of the recommendations accepted by the Minister from the OH&S Council's Report on the review of *The Occupational Health and Safety Act, 1993*
- Mines Regulations Review Committee submitted its final report in July, 2000. Follow up consultation meetings with industry and labour were completed
- Maintained a system for monitoring occupational health committee activity and for following-up with committees that fail to meet

- Conducted inspections of:

  - manure handling operations from intensive livestock operations and developed an industry-specific guide

  - eight machine shops to examine handling of cutting fluids and the problems associated with such handling

  - all operating short line railways, and warehouses to asses carbon monoxide hazard

- Conducted 3,069 inspections and issued 2,663 contraventions
- Initiated seven prosecutions
- Concluded 264 accident/incident investigations and 15 fatality investigations
- Assisted in the establishment of 375 new occupational health committees
- Conducted targeted inspections at 202 residential construction sites, 459 general construction sites, 133 oil/gas sites, 153 sawmills/forestry operations, 40 pipeline construction sites, 147 metal manufacturing operations and 115 farm-related operations, including intensive livestock
- Responded to 69 refusals to work in unusually dangerous situations under Section 23 of *The Occupational Health and Safety Act, 1993*, 69 complaints of discriminatory actions because of involvement with OH&S activity and 44 cases of alleged harassment
- Examined 1,330 samples collected in workplaces in the hygiene laboratory
- Provided equipment to workers in 221 indoor workplaces to investigate concerns
- Administered 30 mine rescue examinations, 11 mine rescue instructor examinations, 76 supervisor examinations, 22 hoist operator examinations and 49 blasting explosives examinations
- Made in-plant inspections of mine rescue training equipment and training facilities
- Conducted six ventilation surveys in underground mines
- Responded to 138 concerns about toxic substances and audited three supplier Material Safety Data Sheets
- Investigated the cause of illness at 13 workplaces
- Reviewed 21 environmental impact proposals
- Prepared new guidelines, fact sheets and brochures on:

  - Safe Operation of Forklifts

  - Guidelines for Latex and Other Gloves

  - Use of Flammable Hydrocarbon Mixtures as Freon Substitutes in Vehicle Air Conditioning Units

  - Mine Rescue Manual

  - A Guide for Handling Liquid Manure for Intensive Livestock Operations, and

  - Laser Pointer Bulletin

- Revised the following guidelines, fact sheets and brochures:

  - Occupational Health Committee Manual

  - Accident Investigations Guide for Committees and Representatives

  - Inspections Guide for Committees and Representatives

  - Hantavirus Disease

  - Occupational Health and Safety Representatives

  - Occupational Health Committees: What you need to know!

  - Loud Music Can Damage your Hearing

  - WHMIS Controlled Products

  - Farmer Killed by Runover, and

  - Jumpstarting Claims Another Victim

- Updated information on the division and its publications on the Saskatchewan Labour website
- Delivered 140 occupational health and safety training courses to 3,643 people
- Promoted opportunities for joint delivery of committee training
- Provided 143 presentations to groups of employers, workers or their organizations and loaned 1,361 videos

- Provided hundreds of responses to inquiries, including 242 related to harassment and 661 requests for technical support
- Addressed 19 appeals of officers' decisions to the director or to adjudicators

Radiation Safety Unit

The Radiation Safety Unit of the Occupational Health and Safety Division works to ensure that workers and the public are not exposed unnecessarily to either ionizing or non-ionizing radiation. This is achieved by providing consultation and advice to equipment owners, employers and individuals at risk of exposure, and by enforcing the requirements of *The Radiation Health and Safety Act, 1985* and *The Radiation Health and Safety Regulations*.

Objectives

The objective of the Radiation Safety Unit is to implement the requirements of *The Radiation Health and Safety Act, 1985* and regulations.

Services

- Promote the safe and proper use of radiation by conducting inspections of radiation equipment and by auditing quality assurance programs
- Work closely with owners, technologists and service engineers to ensure that the diagnostic benefits of radiation are maximized while radiation exposures to patients are minimized
- Provide medical physics support to accredited mammography facilities
- Provide consultation services to users and owners of radiation equipment and radiation sources
- Make presentations to organizations and in workplaces to promote awareness and provide information on radiation safety procedures
- Review occupational radiation exposure reports and investigate high exposures
- Maintain a radiation laboratory to ensure the proper calibration of radiation monitoring equipment, perform wipe test analysis of sealed radioactive sources and analyze radon monitoring devices
- Provide immediate response in the event of a radiation emergency in the province
- Liaise with federal and provincial agencies across Canada to work toward the delivery of a unified radiation safety program

2000-2001 Accomplishments

- Provided inspections and consulting services to owners of radiation equipment by performing 173 on-site visits, 22 radiation installation plan approvals and 691 medical and dental postal quality assurance tests
- Performed 1,063 tests and calibrations in the unit's radiation laboratory
- Delivered 22 presentations on radiation safety issues
- Supported the Mines Safety Unit in radiation issues and trained the Mines Safety Unit's Radiation Safety Technician
- Reviewed ionizing radiation dosimetry reports for approximately 5,200 workers
- Participated in the Uranium Miner Cohort Study, an epidemiological study of Saskatchewan uranium miners, being conducted by the governments of Canada and Saskatchewan and the uranium mining industry
- Conducted a radon survey of northern schools in cooperation with Northern Health Services and the Environmental Quality Committees
- Prepared a hazard bulletin for laser pointers
- Prepared a list of the number and location of radiofrequency (RF) emitting devices in the province, conducted 40 on-site visits to determine worker exposure levels and prepared a draft report on RF devices in Saskatchewan
- Chaired a government/industry working group developing Canadian guidelines for the handling of naturally occurring radioactive materials (NORM)
- Liaised with federal and provincial radiation protection agencies across Canada to work toward the development of harmonized standards for radiation safety

Labour Services Division

Labour Standards Branch

The basic rules for work for most people in Saskatchewan are set out in *The Labour Standards Act.* The Labour Standards Branch promotes and enforces those rules.

Clients

The services of the branch are available to all residents of Saskatchewan, including employees and employers.

Objectives

- Respond to employee complaints to help achieve fairness in the workplace
- Provide information about labour standards law
- Apply the labour standards rules fairly

Services

- Inform people about their rights and responsibilities at work
- Provide the public with information on labour standards law
- Investigate complaints about unpaid wages
- Collect wages owed to workers
- Inspect workplaces to uphold the law
- Help employees and employers deal with work problems relating to labour standards law
- Promote understanding of labour standards through school systems, community groups and other agencies

2000-2001 Accomplishments

- Worked with the Prevention Services Branch in the development of labour standards information for the Ready for Work booklet
- Responded to more than 62,000 telephone inquiries received at the Labour Standards Call Centre
- Investigated 2,651 wage complaints, held 26 Wage Assessment Adjudication hearings and found $1.48 million owed to workers

Office of the Worker's Advocate

The Office of the Worker's Advocate (OWA) helps injured workers with their worker's compensation claims.

Clients

The OWA provides services to injured workers and their dependants who disagree with a decision made by the Workers' Compensation Board (WCB) concerning their claim for compensation.

Objectives

To help injured workers and their dependants get all benefits they are entitled to under *The Workers' Compensation Act, 1979* by helping them appeal WCB decisions

Services

- Provides expert information and advice to injured workers and their dependants about their claims for compensation
- Advocates for injured workers and their dependents when they appeal WCB decisions
- Conducts research to prove compensation claims
- Gathers information from health care professionals, unions, workers, employers and occupational health committees for appeals of WCB decisions
- Prepares and submits written appeals of WCB decisions
- Represents injured workers and dependants at appeal hearings
- Helps injured workers understand workers' compensation law, programs and appeal procedures
- Works with unions and other groups to improve policies for injured workers
- Studies changes to legislation, policies and programs that would help injured workers

- Makes recommendations to both government and *The Workers' Compensation Act* Committee of Review on the Act and its administration
- Works with unions and other groups to develop better ways of representing injured workers

2000-2001 Accomplishments

- Commenced ongoing meetings with Workers' Compensation Board middle management to identify problems that have led to increased appeals
- Reviewed all assigned files to determine if there were internal barriers preventing timely resolution
- Initiated an early reconsideration process to review all files as they are received to determine if there are non-complex or straightforward issues that can be quickly resolved
- Continued researching and analyzing issues affecting board decisions in order to help injured workers make more effective appeals

Labour Relations and Mediation Division

The Labour Relations and Mediation Division helps unions and management deal with problems like lockouts and strikes. It also provides mediation and training to help labour and management improve communications and relationships in order to prevent workplace stoppages.

Clients

The division works with labour and management in unionized workplaces.

Objectives

- Help employers and employees solve workplace-related problems
- Help shorten strikes and lockouts
- Help unions and management reach agreement in collective bargaining negotiations
- Help labour and management improve relationships
- Track the results of the contract bargaining process

Services

- Conciliation of collective bargaining disputes and workplace adjustment plans
- Mediation of grievance disputes before arbitration is needed
- Training on conflict resolution, joint problem solving and interest-based negotiation
- Appointments, upon request, of chairpersons for arbitration, special mediation and expedited arbitration
- Mediation of disputes over issues not covered by standard grievance procedures
- Providing both management and unions with information on their obligations under *The Trade Union Act*
- Providing advice and technical help in industrial relations
- Act as agents for the Saskatchewan Labour Relations Board (SLRB) on first contract applications
- Conducting certification/de-certification votes for the SLRB
- Providing mediation services for the SLRB to resolve disputes without a formal hearing

2000-2001 Accomplishments

- Conflict Resolution two day training – 11 sessions
- Partnered with Saskatoon District Health (SDH) to provide 12 three-day sessions on conflict resolution and mediation for participants from SDH, Saskatchewan Union of Nurses, Health Sciences Association, and Service Employees International Union. A grant from Labour Canada was secured to help fund this program.
- Interest Based Negotiation two day training – four sessions
- Joint Problem Solving Process and Labour Relations and Mediation Services – five presentations
- Conciliation services requested for 20 cases
- Grievance Mediation services requested for 73 cases
- Report and recommendations to the SLRB regarding four First Contract Applications
- Provided mediation services to the SLRB on two cases
- Conducted 12 votes on behalf of the SLRB
- Conducted two Information Sessions on behalf of the SLRB; newly unionized employees were provided information about *The Trade Union Act*.
- Workplace mediation services (not connected to a grievance) requested for 30 cases
- 50 Arbitrator appointments processed on behalf of the Minister
- Provided 250 technical/advisory consultations

Department Financial Overview

Table 1

Department Financial Overview 2000-2001

	2000-2001 Budget ($thousands)	Budget Full-time Equivalents	2000-2001 Actuals ($thousands)	Actuals Full-time Equivalents
Administrative Services [1]	1,445	22.4	1,547 [1*]	23.2
Accommodation and Central Services	1,233	-	1,169	-
Labour Standards	1,627	32	1,665 [2*]	32.5
Labour Relations and Mediation	546	6	422 [3*]	5.1
Labour Relations Board [2]	603	6	602	6.5
Labour Support Services [3]	2,315	29.5	2,307	32.6
Occupational Health and Safety	4,425	57	4,452 [4*]	54.8
Worker's Advocate	464	9	473 [5*]	8.7
Total – Department	12,658	161.9	12,637	163.4 [6*]

1. This branch includes the offices of the Minister and Deputy Minister, and the Human Resources Branch.
2. Labour Relations Board information is contained in a separate annual report.
3. This division includes the Assistant Deputy Minister, Planning and Policy Branch, the Communications Branch and the Prevention Services Branch.

Variance explanations:

*1 Systems expenses
*2 Salaries and miscellaneous operating expenses
*3 Vacancy management
*4 Miscellaneous operating expenses
*5 Caseload support
*6 Additional 1.5 FTE associated with Aboriginal Programming and Communications Branch.

Significant revenue:

- Reimbursement from Workers' Compensation Board ($7,321,635)
- Registration fees for radiation equipment ($36,250)

Significant assets*:

The department has four key asset items:

1. 161.9 full-time equivalents
2. Net book value for Radiation and Hygiene Lab and equipment $133,316
3. Net book value for computer hardware, software and systems development $396,684
4. Net book value for office equipment and furniture $131,017

*In accordance with the government's capital asset disclosure policy.

Table 2

2001-2002 Estimated Budget

Program	2001-2002 ($thousands)
Administration	1,477
Accommodation and Central Services	1,219
Labour Standards	1,643
Labour Relations Board	810
Labour Support Services*	2,507
Worker's Advocate	478
Occupational Health and Safety	4,641
Labour Relations and Mediation	633
Total	13,408
Full-time equivalent staff	172.4

*Includes Assistant Deputy Minister, Planning and Policy, Communications and Prevention Services.

Appendix

Legislation administered by Saskatchewan Labour

The Building Trades Protection Act
The Construction Industry Labour Relations Act, 1992
The Employment Agencies Act
The Fire Departments Platoon Act
The Health Labour Relations Reorganization Act
The Human Resources, Labour and Employment Act
The Labour-Management Disputes (Temporary Provisions) Act
The Labour Standards Act
The Occupational Health and Safety Act, 1993
The Radiation Health and Safety Act, 1985
The Trade Union Act
The Victims of Workplace Injuries Day of Mourning Act
The Wages Recovery Act
The IPSCO Inc. and United Steelworkers of America, Local 5890, Collective Bargaining Act

For more information,

call the Communications Branch at 787-3637
or visit our website: labour.gov.sk.ca